



# MEMORANDUM

*From the office of Town Administrator Peter R. Flynn*

Date: December 16, 2015

From: Peter Flynn

To: New Boston Board of Selectmen

Subject: Reorganization of Planning Department

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Due to the resignation of Planning Coordinator, Nicola Strong, I have given thought as to how to proceed with filling her position and adding a couple of changes to the staffing situation in that office.

They are:

1. Post the job opening of Planning Coordinator in house as prescribed by the Town's Personnel Policy. -40 hours with benefits at \$24.85, Grade 8, Step 3.
2. Engage the services of a contracted part time professional planner. I have attached a copy of a typical job description. Contracted hourly rate not to exceed \$75.00 per hour.
3. Replace the current full time Planning Assistant's position with a permanent part time employee at the rate of \$15.01 per hours –Grade 3. Step 1.

I would like to have the opportunity to make a recommendation as to who should fill the Planner and Coordinator's positions at the January 4<sup>th</sup>, 2016 meeting. I will, in the meantime, proceed to actively seek applicants or proposals.

The part time position would be advertised in a local newspaper.

Attachments:

- Planners Description and sample contract
- Job description for Coordinator
- Job description for Clerk
- Revised Planning Department Budget

Also, I have been in contact with Peter Hogan, Chair of the Planning Board who endorses my proposal fully and he will be at the Selectmen's meeting on December 28<sup>th</sup>.

Finally, the revised Planning Department Budget will be \$139,485 down \$40,289 from the 2015 budget.